



## Hennepin County Medical Center

### Emergency Medical Services

701 Park Avenue South, MC 825  
Minneapolis, MN 55415  
612-873-5678 Office

September 26, 2010.

To: Paramedics

From: Dave Hildebrandt

Subject: **2011 Paramedic Schedule Bid**

The 2011 schedule will take effect Sunday **January 2, 2011**, and **will start with week 1 of the rotation**. The schedule will end on Saturday **December 31, 2011**.

**The 2011 Schedule is based on 112 positions.**

The 2011 schedule will remain the same as 2010. The shift bidding process is largely unchanged from last year. Twenty six (26) people will bid each day - each having a one-half hour time slot in which to bid. See the enclosed schedule. The bid will last four (4) days, from Monday, October 11, 2010, to Thursday, October 14, 2010- starting at 6A and ending at 7P. (Bidding on October 14 will continue past 7P for the remaining employees). If the person scheduled to bid before you has already submitted their bid, you will be able to submit your bid. **See special note in number 3 of bidding procedures (\*)**.

**NOTE: The Shift Bid web site will be active and available to accept online bids effective Friday, October 1, 2010. Bidding will be available 24/7 until the process is completed. While the bid does not officially start until October 11, 2010, if you know the schedule you want to bid you can choose to enter it early. If you would like to bid before your scheduled bid time, you must wait until the medic in front of you has bid before you can submit yours. The page showing all medic bids also shows the medic who is currently up to bid and who the next person to bid will be and, by entering your user name in the text box on the upper part of the page, you can verify the earliest time you can log in and submit your bid. Once the first person submits their bid, the bid start time is updated for the next person. We would like to get through the process as quickly as possible; so that we can immediately begin to work on the vacation bid.**

The primary method to submit a bid will be online through the department's web site ([www.hcmcems.org](http://www.hcmcems.org)). The web site has a link to view bids already completed and a password protected area that will not allow you to log in before you are able to submit a bid. Bids may be submitted online either at your scheduled time or earlier, if the person before you has already submitted their bid. See the web site for complete information, [www.hcmcems.org/operations](http://www.hcmcems.org/operations), then click on "shift bid." If you do not have access to a computer during your bid time, bids can be submitted by phone; however your actual bid will be completed online using the information you provide.

It is the responsibility of employees to bid during their allotted time slot. If you miss your time slot, you will be passed over. Bids can be submitted late, but you can not bump anyone who has already bid. *The only exception is if you are working and are on a run.*

IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO CHECK THE ACCURACY OF THE SCHEDULE HE/SHE BIDS AS IT RELATES TO THIS DOCUMENT.

THROUGHOUT THE YEAR, EMPLOYEES ARE REMINDED TO CHECK THEIR PERSONAL CALENDARS AGAINST THE SCHEDULE IN THE SCHEDULE BOOK. THE SCHEDULE BOOK IS UPDATED WEEKLY AND EACH EMPLOYEE IS EXPECTED TO WORK THE HOURS AS POSTED IN THE BOOK.

## PARAMEDIC BIDDING PROCEDURES

1. The bidding process will begin on **Monday, October 11, 2010**, and will proceed as set forth below until the bid is completed.
2. Bidding will last four (4) days with twenty-six (26) people scheduled to bid each day, except the last day when bidding continues until everyone is done.
3. Bidding will be in order of seniority - starting with the most senior paramedic and proceeding through the seniority list. The attached sheet shows specific dates and times a paramedic is expected to bid. **(\*) According to the Contract, in order for newly hired employees to bid on a PERMANENT shift they must have completed probation and 2080 hours by the pay period prior to the shift bidding day – pay period ending on 10/09/2010. (1040 hours for reinstated employees) Staff who do not meet this condition may take part in a shift selection process, by seniority; but any shifts they select are not permanent and may be modified or changed by management until the hour requirements are met.**
4. In the event a paramedic has not bid during their allotted bid time – electronically, in person or by phone – or a submitted written request as described below, or contacted the supervisor (or their designee) the paramedic will be passed over. (The only exception is if they are working and are on a run.) Bids can be submitted later that day after the designated bid time, but there will be no bumping of anyone who has already bid. Paramedics failing to bid on their designated day will be required to bid by the first hour of the next scheduled bid day. That bid must be submitted to the duty supervisor. If the paramedic fails to bid by that time, a shift will be assigned. Bidding will not stop. If the above happens, the person missing their bid will be passed over by the paramedic(s) next in seniority. Shift assignment by management will start with the shift management has determined would likely be filled last.
5. **Electronic bidding is the primary method to submit a bid.** Paramedics, who are unable to access or use the web site, are expected to find or call Dave Rogers or Dave Hildebrandt, at their assigned bid time except in the case where a paramedic has submitted a written bid request.

6. Phone numbers:
- |                        |                         |                         |
|------------------------|-------------------------|-------------------------|
| <b>Dave Rogers</b>     | <b>(W) 612-873-2173</b> | <b>(C) 612-363-5443</b> |
| <b>Hildebrandt</b>     | <b>(W) 612-873-5672</b> | <b>(C) 612-363-6993</b> |
| <b>Duty Supervisor</b> | <b>612-873-2171</b>     |                         |

If no contact is made, leave a number where you can be reached and stay available.

7. **Written bid requests** can be submitted to Dave Rogers, Dave Hildebrandt or Doug Gesme at any time prior to and including the paramedic's bidding time. Written bid requests will be honored unless rescinded in person by the paramedic. Written requests must contain: **your name, date of request, priority of shifts requested and your signature.** Bid requests must be submitted on a **standard 8.5x11 sheet of paper.** In a written bid request, management will not consider partner preference.
8. **The ON-LINE Schedule will be the master schedule and will be kept current.**

### **Schedule for bidding 2011 Schedule Vacancies**

- **2<sup>nd</sup> Quarter:** Open shifts will be posted March 6, 2011. Bids must be received by 2359 hours on Saturday March 19, 2011. **2<sup>nd</sup> Quarter schedule takes effect Sunday, April 3, 2011.**
- **3<sup>rd</sup> Quarter:** Open shifts will be posted June 5, 2011. Bids must be received by 2359 hours on Saturday June 18, 2011. **3<sup>rd</sup> Quarter schedule takes effect Sunday July 3, 2011.**
- **4<sup>th</sup> Quarter:** Open shifts will be posted September 4, 2011. Bids must be received by 2359 hours of Saturday September 17, 2011. **4<sup>th</sup> Quarter schedule takes effect Sunday, October 2, 2011.**

# 2011 PARAMEDIC SCHEDULE

112 FTE's

10/10/2010 13:43

Schedule #	12 Hour	8 Hour	10 Hour
1-7	0500-1700	0500-1300	
8-14			0530-1530
15-21			0730-1730
22-28	0630-1830	0700-1500	
29-35	0730-1930	0800-1600	
36-42			1000-2000
43-49	0930-2130	1300-2100	
50-56	1730-0530 Sun-Th	1530-2330	
	1530-0330 Fri-Sat		
57-63			1700-0300
			1600-0200
64-70	1700-0500	1500-2300	
71-77	1830-0630	2100-0500	
78-84	2000-0800	2300-0700	
85-91	2130-0930	2330-0730	
92-98 *	(7 WEEK ROTATION)		1530-0130
			1930-0530
			1730-0330
99-100*	(2 WEEK ROTATION)		0800-1800
101-102 *	(2 WEEK ROTATION)		0930-1930
103 *	(1 WEEK ROTATION)		0930-1930
			0800/1800 THRS / FRI
104-105	0800-1600 M-F, weekend float.		
106-112	0900-2100	0900-1700	

Schedule #'s 1-91 , 106-112 follow the Master Schedule Rotation

(\*) refer to separate sheet for rotation

# 2011 MASTER SCHEDULE ROTATION

see separate sheet for rotations of 92-103

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
A	12	12	8	8					12	12	8	8		
B			12	12	8	8					12	12	8	8
C	8				12	12	8	8	8				12	12
D	12	8	8				12	12	12	8	8			
E		12	12	8	8					12	12	8	8	
F				12	12	8	8	8				12	12	8
G	8	8				12	12	12	8	8				12

SCHEDULE "A", BID #'S 1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 106  
 SCHEDULE "B", BID #'S 2, 9, 16, 23, 30, 37, 44, 51, 58, 65, 72, 79, 86, 107  
 SCHEDULE "C", BID #'S 3, 10, 17, 24, 31, 38, 45, 52, 59, 66, 73, 80, 87, 108  
 SCHEDULE "D", BID #'S 4, 11, 18, 25, 32, 39, 46, 53, 60, 67, 74, 81, 88, 109  
 SCHEDULE "E", BID #'S 5, 12, 19, 26, 33, 40, 47, 54, 61, 68, 75, 82, 89, 110  
 SCHEDULE "F", BID #'S 6, 13, 20, 27, 34, 41, 48, 55, 62, 69, 76, 83, 90, 111  
 SCHEDULE "G", BID #'S 7, 14, 21, 28, 35, 42, 49, 56, 63, 70, 77, 84, 91, 112

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
A	10	10	10	10					10	10	10	10		
B			10	10	10	10					10	10	10	10
C	10				10	10	10	10	10				10	10
D	10	10	10				10	10	10	10	10			
E		10	10	10	10					10	10	10	10	
F				10	10	10	10	10				10	10	10
G	10	10				10	10	10	10	10				10

Most 10 hour boxes have the same start and end time for all their shifts, except 57-63. Box 92-98 has a separate rotation and different start times.

Box 57-63 10 hour

Rotation for 1700-0300 and 1600-0200 shift

		Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
57	A	1700-0300	1700-0300	1600-0200	1600-0200					1700-0300	1700-0300	1600-0200	1600-0200		
58	B			1700-0300	1700-0300	1600-0200	160-0200					1700-0300	1700-0300	1600-0200	1600-0200
59	C	1600-0200				1700-0300	1700-0300	1600-0200	1600-0200	1600-0200				1700-0300	1700-0300
60	D	1700-0300	1600-0200	1600-0200				1700-0300	1700-0300	1700-0300	1600-0200	1600-0200			
61	E		1700-0300	1700-0300	1600-0200	1600-0200					1700-0300	1700-0300	1600-0200	160-0200	
62	F				1700-0300	1700-0300	1600-0200	1600-0200	1600-0200				1700-0300	1700-0300	1600-0200
63	G	1600-0200	1600-0200				1700-0300	1700-0300	1700-0300	1600-0200	1600-0200				1700-0300

# 92 -103 2011 SCHEDULE

## BOX 92-98 7 WEEK ROTATION

		SUN	MON	TUE	WED	THRS	FRI	SAT
92	H	OFF	1530-0130	1530-0130	1530-0130	1530-0130	OFF	OFF
93	I	OFF	OFF	OFF	1530-0130	1530-0130	1730-0330	1730-0330
94	J	OFF	OFF	OFF	1930-0530	1930-0530	1930-0530	1930-0530
95	K	1930-0530	OFF	OFF	OFF	1930-0530	1930-0530	1930-0530
96	L	OFF	1530-0130	1530-0130	OFF	OFF	1730-0330	1730-0330
97	M	OFF	1930-0530	1930-0530	OFF	OFF	1930-0530	1930-0530
98	N	1930-0530	1930-0530	1930-0530	1930-0530	OFF	OFF	OFF

## TWO WEEK ROTATION 99-102

99 - 100 PARTNERS      101-102 PARTNERS

		SUN	MON	TUES	WED	THR	FRI	SAT
99	O	OFF	0800-1800	0800-1800	0800-1800	0800-1800	OFF	OFF
100	P	OFF	0800-1800	0800-1800	0800-1800	OFF	0800-1800	OFF
101	Q	OFF	OFF	0930-1930	0930-1930	0930-1930	0930-1930	OFF
102	R	OFF	0930-1930	OFF	0930-1930	0930-1930	0930-1930	OFF

## ONE WEEK ROTATION 103

103 WORKS WITH 99-102

		SUN	MON	TUES	WED	THR	FRI	SAT
103	S	OFF	0930-1930	0930-1930	OFF	0800-1800	0800-1800	OFF

O ( P,S)    P ( O,S)    Q (R,S\_)    R (Q,S)    S (O,P,Q,R)

**FLOAT [104 and 105] \*\*\*\*\*See Parameters below for this rotation.**

**BASE ROTATION**

		SUN	MON	TUES	WED	THR	FRI	SAT
104-105	T	OFF	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	OFF

Base schedule for float is 8 hours a day, M-F, 8A-4P.

Range of possible hours is 5A-8P. Combinations of 12's, 8's and 10's is possible.

This position is also subject to working two out of four weekends per month. If employee happens to be scheduled for only one day of the weekend, it will count towards one full weekend towards the two out of four possibility.

Actual hours, days and rotation will not be known until the schedule is posted 2 weeks in advance.

This box will work weekends as outlined above, two out four weekends is possible.

# 2011 PARAMEDIC SCHEDULE

## SHIFT BID TIMES

<b>DAY 1</b> <b>Monday, October 11, 2010.</b>	1	Peterson, John	6A-630A
	2	Delaney	630A-7A
	3	Schultz	7A-730A
	4	Zustiak	730A-8A
	5	Scheremet	8A-830A
	6	Booth	830A-9A
	7	Powell	9A-930A
	8	Annoni	930A-10A
	9	Miller, Ron	10A-1030A
	10	VanBeusekom	1030A-11A
	11	Peterson, P	11A-1130A
	12	Zajac	1130A-12P
	13	Elledge	12P-1230P
	14	Beager	1230P-1P
	15	Miller, S	1P-130P
	16	Dwyer	130P-2P
	17	Moseng, M	2P-230P
	18	Deters	230P-3P
	19	Moseng, S	3P-330P
	20	Matthews	330P-4P
	21	Dalbec	4P-430P
	22	Goffin	430P-5P
	23	Hanson, B	5P-530P
	24	Shively	530P-6P
	25	Johnson, B	6P-630P
	26	Ostling	630P-7P

<b>DAY 2</b> <b>Tuesday, October 12, 2010.</b>	27	Schneider	6A-630A
	28	Olson	630A-7A
	29	Pauly	7A-730A
	30	Bjornson	730A-8A
	31	Munn	8A-830A
	32	Hanson, C	830A-9A
	33	Christian	9A-930A
	34	Narow	930A-10A
	35	Carpenter	10A-1030A
	36	Lundeen	1030A-11A
	37	Redmond	11A-1130A
	38	Levake	1130A-12P
	39	Johnson, W	12P-1230P
	40	Trullinger	1230P-1P
	41	Barrette, C	1P-130P
	42	Brennan	130P-2P
	43	Bancroft-Howard	2P-230P
	44	Knutson	230P-3P
	45	Kopka	3P-330P
	46	Barrette, K	330P-4P
	47	Michels	4P-430P
	48	Combs	430P-5P
	49	Monson	5P-530P
	50	Coochiarella	530P-6P
	51	Fahey	6P-630P
	52	Brown, S	630P-7P

<b>Day 3</b> <b>Wednesday, October 13, 2010.</b>	53	Miller, D	6A-7A
	54	Wiskow	630A-7A
	55	Stueve	7A-730A
	56	Wolfe	730A-8A
	57	Roettger	8A-830A
	58	Myhre	830A-9A
	59	Koelln, Kyle	9A-930A
	60	Erickson, A	930A-10A
	61	Brown, A	10A-1030A
	62	Stephney	1030A-11A
	63	Koelln, Kent	11A-1130A
	64	Steichen	1130A-12P
	65	James	12P-1230P
	66	Ackerman, J	1230P-1P
	67	Young	1P-130P
	68	Kayser	130P-2P
	69	Hedge	2P-230P
	70	Brethorst	230P-3P
	71	Baldwin	3P-330P
	72	Hanke	330P-4P
	73	McAllister	4P-430P
	74	Molitor	430P-5P
	75	Stevens	5P-530P
	76	Antonenko	530P-6P
	77	Ehlert	6P-630P

<b>DAY 4</b> <b>Thursday, October 14, 2010.</b>	78	Starkey	630P-7P
	79	Pranghofer	6A-630A
	80	Smith	630A-7A
	81	Gelle	7A-730A
	82	Berg	730A-8A
	83	Peter, J	8A-830A
	84	Speed	830A-9A
	85	McDonnell	9A-930A
	86	Brandt	930A-10A
	87	Andrews	10A-1030A
	88	Chavez	1030A-11A
	89	Kunkel	11A-1130A
	90	Peter, A	1130A-12P
	91	Bertsch	12P-1230P
	92	Brown, R	1230P-1P
	93	Johnson, D	1P-130P
	94	Mills	130P-2P
	95	Hammerbeck	2P-230P
	96	Thomalla	230P-3P
	97	Wardell	3P-330P
	98	Stallings	330P-4P
	99	Dohmeier	4P-430P
	100	Moe	430P-5P
	101	Caponi	5P-530P
	102	Delo	530P-6P
	103	Frederickson	6P-630P
	104	Jones	630P-7P
105	Vogl	7P-730P	
106	Palmer	730P-8P	
107	Ehresman	8P-830P	
108	Erickson	830P-9P	
109	Hartmann	9P-930P	
110	Walker	930P-10P	

# 1st QUARTER

# 2011 PARAMEDIC SHIFT BID

# 1st QUARTER

2011 1st Quarter Paramedic Schedule Bid Results Effective January 2, 2011.

(5A - 5P) (5A - 1P)	(730A-730P)(8A-4P)	(4P-2A) (5P-3A) 10 hour H2	(930P-930A) (1130P-730A) H2
1 A	29 A	57 A	85 A
2 B	30 B	58 B	86 B
3 C	31 C	59 C	87 C
4 D	32 D	60 D	88 D
5 E	33 E	61 E	89 E
6 F	34 F	62 F	90 F
7 G	35 G	63 G	91 G
(530A - 330P) 10 hour	(10A-8P) 10 hour	(5P-5A)(3P-11P) M	(330P-0130A) 10 hour H2
8 A	36 A	64 A	(530P-330A) (730P-530A)
9 B	37 B	65 B	92 H
10 C	38 C	66 C	93 I
11 D	39 D	67 D	94 J
12 E	40 E	68 E	95 K
13 F	41 F	69 F	96 L
14 G	42 G	70 G	97 M
(730A-530P) 10 hour	(930A-930P) (1P-9P)	(630P-630A)(9P-5A) H2	98 N
15 A	43 A	71 A	(8A-6P) 10 hour M-F
16 B	44 B	72 B	99 O
17 C	45 C	73 C	100 P
18 D	46 D	74 D	(930A-730P) 10 hour M-F
19 E	47 E	75 E	101 Q
20 F	48 F	76 F	102 R
21 G	49 G	77 G	(930A-730P) 10 hour M,Tu
(630A-630P)(7A-3P)	(530P-530A)(330P-1130P) M	(8P-8A)(11P-7A) H2	(8A-6P) 10 hour Th,F
22 A	330P-330A Fri/Sat	78 A	103 S
23 B	50 A	79 B	Float ( base 8A-4P) M-F
24 C	51 B	80 C	104 T
25 D	52 C	81 D	105 U
26 E	53 D	82 E	(9A-9P) (9A-5P)
27 F	54 E	83 F	106 A
28 G	55 F	84 G	107 B
< than one year	56 G	< than 6 months	108 C
			109 D
			110 E
			111 F
A (D, E) B (E, F) C (F, G) D (G, A) E (A, B) F (B,C) G (C, D)			112 G

# VACATION BIDDING PROCEDURE 2011.

**All vacation round bids will be submitted by paper by a certain date and there will not be bidding times.**

All employees will be required this year to submit their vacation bids by a certain date. With each vacation bid, employees will be required to submit their first and their second choices for that bid. For example, during the 1<sup>st</sup> round vacation bid, employees will submit their bid with their first and second choice for granted vacation during the 1<sup>st</sup> round. **If neither of your choices are available, I will contact the employee so an alternative vacation can be worked out.** Vacation bids that are submitted with no dates and the comments "CALL ME" and those bids submitted with dates that have the SAME first and second choices, or dates that were submitted in a previous round **WILL NOT BE ACCEPTED, and the bid will move on to the next person.** At the end of processing each round, I will place in your mailboxes the results of your vacation bid. At that time, an updated calendar will be posted and employees will be able to view what is still available before the next round of vacation bids is due. This process will be repeated for all rounds of vacation. All vacation bids will be processed by seniority.

## DETAILS and Vacation Bidding Procedure.

- ◆ **First Round vacation bids are due NO LATER than 2359 hours on Friday, October 22, 2010.**
- ◆ All submitted bids must be turned in to the supervisor and the supervisor must initial them.
- ◆ At the end of the first round, an open calendar will be posted that will enable staff to see dates and times when time is available to be taken off for the second round of bidding.
- ◆ **Second Round vacation bids are due NO LATER than 2359 hours on November 5, 2010.**
- ◆ All submitted bids must be turned in to the supervisor and the supervisor must initial them.
- ◆ At the end of the second round, the open calendar will be posted that will enable staff to see dates and times when time is available to be taken off for the third and fourth round of bidding.
- ◆ **Third and Fourth Round vacation bids are due NO LATER than 2359 hours on November 19, 2010.**
- ◆ First Quarter requests for single days off can be submitted beginning Sunday, 12/05/2010, but they will not be processed until the Vacation Requests for the year are completed.
- ◆ Bids that are submitted "late" will be processed when they are received. However, "late" requests will not displace other requests that have already been received and processed.
- ◆ **On vacation and unable to submit your bid requests by the due date? Contact Dave Hildebrandt, NO LATER THAN 2359 hours on October 22, 2010, so that we can make arrangements to contact you when you are up for the bid. ONLY THOSE PEOPLE THAT ARE ON SCHEDULED VACATION DURING THE VACATION REQUEST DUE TIMES, OCTOBER 22, 2010 thru NOVEMBER 19, 2010, will be allowed to make alternative arrangements. You must be able to provide a way in which I will be able to contact you during that period.**

# VACATION BID REQUIREMENTS

When submitting vacation requests the following apply:

- a. You may submit a request for a vacation in blocks of 40 or more consecutive vacation hours and the request must be for a minimum of 40 hours.
- b. Vacation requests may be submitted in a block up to a maximum of 28 calendar days, with no restrictions on the number of hours. (The first day back will be no later than the 29<sup>th</sup> day from the last scheduled work shift.)

**When bidding vacations your request must not be for more hours than your vacation leave balance plus anticipated accruals. If you will not have enough accrued vacation hours at the time of your vacation, your entire vacation may be denied. (Note: Payroll does not allow vacation hours accrued during the current pay period to be used in the current pay period.)**

**Time off, once granted, will not be rescinded. Management may review this on a case by case basis with consideration given to reducing OT. Employees are expected to take the time off once it has been granted to them.**

## Single Day-Off Requests for 2010

Requests for time off in increments less than 40 consecutive vacation hours, (single-day requests), will be accepted on a **quarterly basis only**. These will be granted on a first come, first served basis. Only requests submitted for the next quarter will be accepted. Any single day off requests submitted prior to the acceptance dates will be disregarded.

**First Quarter** requests will be accepted beginning **Sunday, December 5, 2010**. While First quarter requests will be accepted at that time, they will not be processed until 2011 vacation requests have been completed. **Second Quarter** requests will be received starting **February 6, 2011**. **Third Quarter** requests will be accepted starting **May 8, 2011**. **Fourth Quarter** requests will be accepted starting **August 7, 2011**.

- 1<sup>st</sup> Quarter begins January 2, 2011 and ends April 2, 2011.
- 2<sup>nd</sup> Quarter begins April 3, 2011 and ends July 2, 2011.
- 3<sup>rd</sup> Quarter begins July 3, 2011 and ends October 1, 2011.
- 4<sup>th</sup> Quarter begins October 2, 2011, and ends Dec 31, 2011.

## ADDITIONAL CRITERIA FOR GRANTING TIME OFF

1. Vacation time off will be considered down to "one above minimum" :
  - On New Year's Eve - 2 above minimum 730P- 5A will be maintained.
2. **Guaranteed Day's Off** will NOT be granted on the following:
  - Any Holiday
  - The week between Christmas and New Year's Day.
  - Certain events that necessitate restrictions. In such cases HCAPE will be notified at the earliest possible date of the restricted dates.
3. Once the schedule is posted, procedures for granting time off remain unchanged from current practice. Requests that would drop the minimum below "one above" minimum staffing are **conditional** and won't be considered until 2 hours before the beginning of the shift. Conditional requests for time off on holidays will be granted only at the discretion of the supervisor following the guidelines for conditional requests off.
4. When **Military Leave** has been granted to an employee and they are on leave from work they can not come back on the schedule during the time they have been granted off. This does not apply to situations where the military has changed their orders.

# HENNEPIN COUNTY MEDICAL CENTER EMS

## VACATION REQUEST FOR   1     2   3<sup>rd</sup> and 4<sup>th</sup> Round. (circle which round request is for)

Name \_\_\_\_\_

Schedule # : \_\_\_\_\_

Ref.#: \_\_\_\_\_  
( OFFICE USE ONLY )

1<sup>st</sup> Choice. First day off \_\_\_\_\_ First day back to duty \_\_\_\_\_.

Month _____	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date ----->																												
Show hours and days you are currently working ( 8, 10, 12)																												
Enter requested vacation showing start and end days																												

Comments: \_\_\_\_\_

2<sup>nd</sup> choice. First day off \_\_\_\_\_ First day back to duty \_\_\_\_\_.

Month _____	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date ----->																												
Show hours and days you are currently working ( 8, 10, 12)																												
Enter requested vacation showing start and end days																												

Comments: \_\_\_\_\_

Attach a separate 8.5 X 11 sheet requesting additional time off, if anticipated vacation accruals are sufficient:  
**(must be in blocks of forty (40) hours)**

-----DO NOT WRITE BELOW THIS LINE-----

Date received \_\_\_\_\_ Received by \_\_\_\_\_

\_\_\_\_\_ Round Request Granted. YES NO

If NO, employee contacted: \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

\_\_\_\_\_ Round request change to and granted: First day off \_\_\_\_\_ First day back \_\_\_\_\_

ADDITIONAL# \_\_\_\_\_ round request granted: YES NO

If NO, employee contacted: \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

ADDITIONAL# \_\_\_\_\_ request change to and granted: First day off \_\_\_\_\_ First day back \_\_\_\_\_

**When bidding vacations your request must not be for more hours than your vacation leave balance plus anticipated accrual. If you do not have enough accrued vacation hours at the time of your vacation, your entire vacation will be denied until you meet with your supervisor to decide what part of the vacation you want..**